

## **Accessing the CNRE Email Contact Lists (Outlook/Exchange users on Windows only)**

The CNRE contact lists are available in the “Public Folders” of VT’s Exchange server. These contacts are broken down by individual departments or centers; within these categories are sub-categories for faculty and staff classifications. This way it’s easy to send messages to just a department, a classification type, or everyone in the entire college. **The advantage to using the CNRE contact lists is that you can send messages out in a timely fashion, instead of forwarding them to staff who might not be readily available to forward your message.**

In order to use these contact lists, you must first add them to your “Outlook Address Book”. The following steps outline this **one-time process**.

1. The “Public Folders” can be accessed through the “Navigation Pane”, which should be on the left most portion of your Outlook view. (The “Navigation Pane” can be turned on or off by using the “View” menu in Outlook 2007 or the “View” ribbon bar in Outlook 2010.)
2. In order to see the “Public Folders” you must have the “Navigation Pane” set to the “Folder List” view. (You can change the view of the “Navigation Pane” by clicking on the appropriate button at the bottom of the pane.)
3. Scroll down in the “Navigation Pane” until you see “Public Folders”. Expand it by clicking on the plus sign (2007) or arrow (2010) on the left.
4. Expand “All Public Folders”.
5. Expand “CNRE” (you’ll probably have to scroll down a little first).
6. Within the “CNRE” folder you should see one called “Contacts”. If you don’t, please [contact us](#) so that we can add your Hokies account to the appropriate permissions group.
7. Right click on “Contacts” and select “Properties...”.
8. Click on the “Outlook Address Book” tab.
9. Verify or place a check mark in the “Show this folder as an email Address Book” option.
10. Enter “CNRE Contacts” (without the quotes) in the “Name of the address book:” field. This name simply allows you to differentiate this contacts list from your own.
11. Click the “OK” button.

### **To send an email using the CNRE contact lists:**

1. Open a new email message. Click on the “To...” button. Then select the dropdown menu under “Address Book”.
2. Choose “CNRE Contacts” from the dropdown list.
3. Highlight the name of the list that you want to use (e.g., CNRE Faculty and Staff). Then select the “Bcc ->” button at the bottom of the window. (When sending a message to a large distribution list, it is best to send the message to yourself in the “To...” field and “Bcc...” the distribution list. It significantly reduces the email header size and potentially will make it much easier for the recipients to read.) Repeat this step for additional lists if needed.
4. Compose your email and send it.